

BCS = P010355



**POSITION  
AVAILABILITY**  
(Revised 3/22/00)

09-34-560-01

PERSONNEL OFFICE USE ONLY

EEO Job Categories  
(Nos. a - 1)

unknown

Date Job Filled

8-19-09

EEO Graph Updated

Petker, Jordan

Station: KENV

Department: News

Job Title: Part Time Video editor

Job Slot No.: \_\_\_\_\_

Shift: TBD

Available: Immediately

Requirements: (Example - Typing speed, carry equipment, Driver's License) \_\_\_\_\_

See Attached

Present Salary Range: \$ 10 per month or hour (Not Posted)

Previous Employee's Salary: \$ 10 per month or hour (Starting)

New Position \_\_\_\_\_  
(Employee's Name) \$ 10 per month or hour (Final)

EEO Referral Sources to Contact: TVJOBS, Nevada Career Center, Inter-Company,

Nevada Broadcasters Association, State of Nevada Employment, Medialine, UNR,

A2N2 (sales only), and KENVTV.com

(IF REFERRAL SOURCES ARE NOT FREE, AN APPROVED PURCHASE ORDER IS REQUIRED TO POST.)

SUBMITTED BY:  
(Please print)

Terry Hritz  
Department Head / Contact

8/11/2009  
Date

APPROVED BY:  
(Please sign)

[Signature]  
General Manager or President

8/11/09  
Date



### **JOB OPPORTUNITIES**

Location: KENV-TV, News 10, Elko, Nevada

Position: **P/T Video Editor**

Shift: To Be Determined

Typical Duties: Operate studio cameras for all local newscasts and updates;  
Perform lighting duties as required for studio production;  
Responsible for "On-Air" switching of video and audio;  
Operate character generator and audio board for news and commercial production;  
Shoot and edit news stories with Mini DV & SVHS equipment;  
Edit videotape for voice-overs, sound bites and packages;  
Responsible for maintenance of camera equipment and News vehicle;  
Knowledge of computers and web applications; and  
Perform other tasks related to the position as assigned.

Requirements: Experience in video editing & camera operation;  
Familiar with Pinnacle & Adobe editing programs;  
Ability to work well under pressure and as a team member;  
Typing and good spelling skills necessary;  
Ability to read and write;  
Must be able to lift and position up to 40 pounds lighting instruments;  
Previous television experience preferred, but not necessary;  
and Pass pre-employment drug test.

Job Available: Immediately

Contact: Terry Hritz, Operations Manager  
Ruby Mountain Broadcasting Company  
1025 Chilton Circle  
Elko, Nevada 89801

### **RUBY MOUNTAIN BROADCASTING COMPANY AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**This employer does not discriminate on the basis of  
sex, age, race, color, religion, disability,  
national origin, marital or veteran's status.**

Date Posted: 8/12/09

\\jobs\\jobslot.613



***KENV TV 10, ELKO NV***  
***Job Opportunities***

	Date Posted	Dept	Job Reference Number
Video Editor (Part Time)	08/12/09	560	09-34-560-01

8/12/2009

KENV Postings.xls

Station(s): KENV-TV

Job Resources for (job ID): P010355

Agency Name	Contact Name	Address1	City	State	Zip	Phone	Fax	HC	RN	RI
EMPLOYEE REFERRAL	Unknown	Unknown				Unknown			N	0
INTERNET UNKNOWN	Unknown	Unknown				Unknown			N	0
KENV WEBSITE	Terry Hritz	1025 Chilton Circle Elko, NV 89801				775-777-8500			N	0
UNKNOWN	Unknown	Unknown				Unknown			N	0
Total Resources: 4										



## View Previous Job Listings and Responses

<b>Job ID:</b>	<b>P010355</b>
<b>Date Submitted:</b>	<b>posted 08/12/2009 entered 03/11/2010</b>
<b>Job Title:</b>	<b>Part Time Video Editor</b>
<b>Compensation:</b>	<b>Confidential per year</b>
<b>Employment Type:</b>	<b>parttime</b>
<b>Hours/Shifts:</b>	<b>TBA</b>
<b>Education:</b>	
<b>Experience:</b>	
<b>Job Description:</b>	<b>Operate studio cameras for all local newscasts and updates; Perform lighting duties as required for studio production; Responsible for "On-Air" switching of video and audio; Operate character generator and audio board for news and commercial production; Shoot and edit news stories with Mini DV &amp; SVHS equipment; Edit videotape for voice-overs, sound bites and packages; Responsible for maintenance of camera equipment and News vehicle; Knowledge of computers and web applications; and Perform other tasks related to the position as assigned.</b>
<b>Requirements:</b>	<b>Experience in video editing &amp; camera operation; Familiar with Pinnacle &amp; Adobe editing programs; Ability to work well under pressure and as a team member; Typing and good spelling skills necessary; Ability to read and write; Must be able to lift and position up to 40 pounds lighting instruments; Previous television experience preferred, but not necessary; and Pass pre-employment drug test.</b>
<b>Benefits:</b>	
<b>Date Job Available:</b>	<b>8/12/09</b>
<b>Job Category:</b>	<b>News</b>
<b>Contact's First Name:</b>	<b>Terry</b>
<b>Contact's Last Name:</b>	<b>Hritz</b>
<b>Fax:</b>	<b>775-777-7758</b>
<b>E-mail Address:</b>	<b>1025 Chilton Circle Elko, NV 89801</b>
<b>Level of Outreach:</b>	
<b>Other Outreach:</b>	<b>Sunbelt Communications Group Stations KVBC, KRNK, KENV, KYMA, KCWY, KTVH, KPVI, KXTF=Job Boards</b>

	<b>_JOBPOSTINGS@kvbc.com 1500 Foremaster Lane Las Vegas, NV 89101 702-642-3333 California Chicano News Media Association School of Journalism Attn: Sylvia Wells 3800 S. Figueroa Street Los Angeles, CA 90037-1206 213-437-4408 Fax: 213-437-4423 Great Basin College Pat Collins Berg Hall 1500 College Parkway Elko, NV 89801 775-738-8493 Fax: 775-738-8771 KRN TV Promo Ryan Coleman 1790 Vassar Street Reno, NV 89502 Medialine Mark Shilstone medialine@medialine.com P O Box 51909 Pacific Grove, CA 93950 800-237-8073 Nevada Broadcasters Association Earlene Lefler 1050 East Flamingo #S-102 Las Vegas, NV 89119 702-794-4994 Fax: 702-794-4997 State of Nevada Employment and Training Job Order Placement 172 6th Street Elko, NV 89801 Fax: 775-753-7212 State of Nevada Employment and Training Attn: Virginia 4001 South Virginia Street Suite H Reno, NV 89502 775-284-7566 Fax: 775-688-1279</b>
<b>Job Post Expiration:</b>	
<b>For which station(s) are you advertising this job?</b> <b>KENV-TV</b>	
<b>Hide station(s) on job listing?</b> <b>No</b>	
<b>Attach EEO Data Form with Posting? Yes</b>	

[View Responses](#)[Print](#)



1/1/2006

**SUNBELT COMMUNICATIONS COMPANY  
HIRE AUTHORIZATION**STATION: KENVDEPARTMENT: NewsPOSITION: Video EditorSTATUS: F/T P/T  
(Circle One)**RECRUITMENT EFFORTS (CONTACTS):**

- (1) Company-wide Posting
- (2) KENV Web Site
- (3) TV Jobs
- (4) State of Nevada Employment Department
- (5) A2N2 (Sales positions only)
- (6) California Chicano News Media Assoc. School of Journalism
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_
- (9) \_\_\_\_\_
- (10) \_\_\_\_\_

**INTERVIEWEES:****Referral Source** (list each name, log number, date interviewed and recruitment source)**Name****Log No.****Date Interviewed****Recruitment Source**JORDAN PETKER 034-09-10118/13/09Walk InMATT GAZEWOOD 034-09-10098/12/09Walk InROGER HERBERT 034-09-10108/12/09Employee Referral

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TOTAL INTERVIEWS

CATALOG NUMBER	APP Date		Applicant's Name	Resume or App	Resource	Applying for Specific Position	Dept. App Forwarded To	Phone
034-09-1010	8/11/09	Herbert, Roger	A	Employee Referral	Video Tape Editor	Hritz	(775) 340-8138	1
034-09-1016	11/3/09	Wallington, Eric	R	Internet	Video Tape Editor	Hritz	(810) 834-1683	1
034-09-1011	8/13/09	Peker, Jordon	A	Unknown	Video Tape Editor	Hritz	(775) 388-8498	1
034-09-1014	10/15/09	Knight, Greg	A	Website	Video Tape Editor	Hritz	(931) 314-2235	1
								4